

# Policy

Title: Property Management Collections & Compliance Policy  
Effective date: June 30, 2015  
Interpretation Contact: Supervisor, Inspection and Compliance  
Supervisor, Real Estate

---

## POLICY:

### I. Policy Statement

To provide guidance regarding the enforcement of lease terms and the termination of leases when necessary, to include judicial action and the eventual removal of any items or structures remaining on the terminated leasehold. This policy applies to all Santee Cooper properties.

### II. General

Termination of the lease can occur due to violation of the lease, including but not limited to non-payment of lease payments, non-compliance with the lease terms, or non-compliance with requirements to maintain condition of structures and grounds.

#### A. Non-Payment (Real Estate Department)

- *First notice* (delivered via US Mail): Invoice is sent to lessee.
- *Second notice* (delivered via certified letter): Certified letter is sent to lessee advising that the account must be brought current within 30 days (sent if payment is not made within 30 days of invoice due date).
- *Final notice* (delivered via process server or any other method authorized by rules of court to the lessee): Letter delivered to the lessee notifies that a judicial action will be commenced if payment is not received within 15 days from date of service.

#### B. Non-Compliance (Inspection & Compliance)

- *First notice*: Letter is mailed to lessee advising of the violation(s), stating the provision of the lease which has been violated, and providing that the lessee has 30 days to correct.
- *Second notice*: Letter is mailed advising that the condition has not been corrected and that lessee has 30 days to correct the violation.

# Policy

- *Third notice* (delivered via certified letter): Certified letter is sent to lessee reminding lessee of non-compliance and requiring compliance within 15 business days to preclude commencement of legal action.
- *Final notice* (delivered via process server): Letter informs lessee that judicial action will be commenced.

### III. Termination of Lease

If payment is not made or compliance issues are not resolved within the designated time frame, notification of termination of lease shall be prepared and delivered, and eviction proceedings initiated.

### IV. Variances

Any variance to this policy must be approved by both of the Interpretation Contacts listed above.